



**The Sacred Heart Language College
186 High Street, Wealdstone, Harrow, Middlesex, HA3 7AY**

**“CONFIDENT IN GOD’S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE”**

This post is subject to the contract of employment between Learning Support Assistant and the Governing Body of The Sacred Heart Language College. The postholder must have regard to the Catholic character of the School and be committed to supporting and upholding it.

**LEARNING SUPPORT ASSISTANT WITH PERSONAL CARE
(1 Year Fixed Term Contract)**

PURPOSE OF POST

- To work under the direct instruction of teaching/senior staff, in the mainstream classroom, 1:1 and in small groups, to support access to learning for pupils
- To provide 1:1 support for a pupils with a physical disability, including an element of personal care
- To provide general support to the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area

TASKS, DUTIES, RESPONSIBILITIES

Support for Pupils

- Provide 1:1 support for an individual pupil with a physical disability ensuring their safety and inclusion.
- Act as her key worker, building an effective relationship with the pupil and her parents.
- Liaise effectively with outside agencies such as occupational therapist and physiotherapist.
- Liaise with the PE, Art and DT departments on arrangements for PE lessons, sports days and subject specific lesson requirements;
- Carry out a physiotherapy programme under the direction of the physiotherapist.
- Assist the pupil with personal care.
- Liaise with teachers regarding specific requirements to meet the pupil’s needs and ensure her access to the curriculum.
- Provide support for pupils in mainstream lessons, 1:1 and in small groups under the guidance of the teacher and/or Head of Inclusion.
- Set challenging expectations and promote self-esteem and independence
- Provide feedback to the pupils in relation to progress and achievement under guidance of the teacher.

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Support for the Teacher

- Liaise effectively with teachers to plan learning activities.
- Enable pupils to understand instructions, explanations and tasks, developing support materials as required.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents / carers.

Support for the Curriculum

- Undertake structured and agreed learning activities adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Appreciate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Assist with the creation of display material to promote a positive learning environment.
- Assist with the update of accurate information regarding pupils with SEND.
- Attend and participate in relevant meetings as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Act as a reader / scribe for exams in line with the access arrangements policy.